

CHAPTER 6:

SETTING AGENCY REVIEW/ MAXIMUM DRAW AMOUNTS

PURPOSE

In this chapter, you will learn how to set agency review and maximum draw amounts for accounts that you have created.

REVIEW

You create or build an account in ASAP by adding a profile for that account. In order to do the examples in this chapter, you will need to build four accounts for one Recipient Organization and two accounts for a different Recipient Organization. See Chapter 3.

AGENCY & SYSTEM REVIEW FUNCTIONS

After the account profile has been entered and posted, you may choose to use one of the following options from the Account Functions Menu:

- < **Maximum Draw Amount Prompt:** The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw amounts for some or all of its accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.
- < **Agency Review Criteria Prompt:** The Federal Agency may set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The threshold can apply to a single account, all the accounts for a single Recipient Organization, or all the accounts established by your agency.

GUIDANCE FOR INVOKING AGENCY REVIEW FUNCTIONS IN ASAP

The Agency Review features were developed in ASAP to provide a mechanism for Federal Agencies to better control Federal domestic assistance cash outlays for cash management purposes.

Federal Agencies are responsible for monitoring the ASAP accounts, performing cash management of funds, and taking the appropriate actions necessary to ensure the proper use of the accounts by the user organizations.

In evaluating the implementation of Agency Review and Maximum Draw Amounts, FMS recognized that Federal Agencies need to balance controlling cash outlays and ensuring compliance with grant awards, with the Cash Management Improvement Act and Treasury / State Agreements.

This Guidance is intended to assist Federal Agencies and Recipient Organizations in evaluating ASAP account transactions for compliance with good cash management practices.

Purpose - Agency Review and Maximum Draw Amounts are recommended for use at a Federal Agency's discretion for situations related to non-compliance with proper cash management and reporting requirements. Notification must be sent to the Recipient Organization prior to implementation.

1. Federal Agencies are responsible for managing grant programs. Since they have the responsibility of assuring compliance with good cash management practices, each Federal Agency will define the circumstances under which Agency Review and Maximum Draw Amounts are invoked. Consideration factors could include, but not be limited to, the dollar value of the grant award and the history of cash management performance by the Recipient Organization.
2. Both features are considered extreme measures to be instituted as a last resort for grantees. Federal Agencies should have extensive discussions with the Recipient Organization prior to any decision to place an account on Agency Review or Maximum Draw.
3. When invoking Agency Review features, the Federal Agency must regularly and routinely log on to ASAP throughout the day to review payment requests.

Notification - Federal Agencies must insure that Recipient Organizations receive notification 30 days prior to invoking Agency Review or Maximum Draw.

1. The notice will include, at a minimum, the date of the notice, the specific reasons why the Recipient Organization will be placed on Agency Review, the date the Agency Review feature will be invoked, the name and address of the Federal Agency authorizing official, and the name and phone number of a Federal Agency contact.
2. The notification will be sent to the primary contacts identified in the Recipient Organization and Payment Requestor profiles in the ASAP system.
3. Recipient Organization appeals related to the decision should be in writing and addressed to the Federal Agency authorizing official.
4. When Agency Review or Maximum Draw Amounts are invoked for an ASAP account; the ASAP system automatically generates an immediate system notification to the recipient organization advising the Agency Review and/or Maximum Draw Amount feature is in effect. Any changes to an Agency Review or Maximum Draw Amount parameter will also generate an ASAP system notification.

CMIA Implications - Federal Agencies who plan to use Agency Review and Maximum Draw Amounts shall be mindful of the Cash Management Improvement Act and regulations, the associated Treasury/State Agreements, grant award documents, the general financial positions of their recipients, and the relative fiscal impacts.

1. Timeliness of reviews by Federal Agencies is critical in order to minimize payment delays for recipients and avoid CMIA interest liabilities. Federal interest liabilities will accrue if payment delays result from the use of Agency Review.
2. States must submit specific documentation to support all Federal interest liability claims resulting from the use of Agency Review and/or Maximum Draw Amounts.

Time frame - Federal Agencies should review their decision to place Recipient Organizations under maximum draw and/or agency review every 90 days to determine the need to continue. If a Federal Agency decides to invoke these features for another 90-day period, it must notify the Recipient Organization at least 10 days prior to the end of each 90-day period.

GETTING STARTED

Each of the sections in this chapter begins at the Account Functions Menu screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each section. Rather, they appear on the following pages.

STEP 1: ACTION

From the ASAP Main Menu, type 3 for the Federal Agency Functions Menu option and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID	ENTER SELECTION NUMBER: 3	
ORGANIZATION ACCESS CODE	PRESS ENTER	
F2=EXIT		

STEP 1: RESULT

The Federal Agency Functions Menu appears.

SP060A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP060AO	FEDERAL AGENCY FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT FUNCTIONS MENU		
<2> AUTHORIZATION ENTRY PROMPT		
<3> AUTHORIZATION CERTIFICATION MENU		
<4> REVIEW PAYMENT REQUESTS PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 2: ACTION

On the Federal Agency Functions Menu, select option 1 for the Account Functions Menu and press Enter.

SP060A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP060AO	FEDERAL AGENCY FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT FUNCTIONS MENU		
<2> AUTHORIZATION ENTRY PROMPT		
<3> AUTHORIZATION CERTIFICATION MENU		
<4> REVIEW PAYMENT REQUESTS PROMPT		
ENTER SELECTION NUMBER: 1		
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 2: RESULT

The Account Functions Menu appears.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT PROMPT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F4=MENU F5=MAIN		

SECTION 6.1

SETTING MAXIMUM DRAW AMOUNTS

Using the Maximum Draw feature we will set daily, monthly, quarterly and/or total draw amounts for two accounts. When these limits are exceeded by a payment requestor, the ASAP system will reject the payment request. Maximum Draw Amounts can be applied to 1031 accounts. Affected Payment Requestors and Recipient Organizations should be notified by the Federal Agency when a Maximum Draw Amount has been placed on an ASAP Account.

If you approve a warehoused payment request for one of your recipients and set a Maximum Draw Amount after the approval but before the payment is made, that amount will not be added to the calculations for the Maximum Draw Amount.

The following function key appears on the Maximum Draw Amount Entry screen when it is appropriate to take the action:

F11=LIST Returns you to the Maximum Draw Amount Recipient List screen.

SCREEN ACTIONS

The maximum draw function allows the Federal Agency to **ADD** a maximum draw amount to an account and **CHANGE** or **DELETE** existing maximum draw amounts. You simply specify which action you wish to perform, add the amount, if appropriate, and press **P** for post on the Maximum Draw Amount Entry screen. In all cases, the Federal Agency may **only** perform these actions on those accounts containing **its own** ALC/Region. Updates to the database are immediate and are confirmed via screen message.

STEP 1: ACTION

On the Account Functions Menu, type 4 for Maximum Draw Amount and press Enter.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT PROMPT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: 4		
PRESS ENTER		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Maximum Draw Amount Prompt screen appears.

SP085A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP085AO	MAXIMUM DRAW AMOUNT PROMPT	HH:MM:SS
08/02/2000 T		
AGENCY LOCATION CODE/REGION: 11000001/___		SHORT NAME: US MONEY1
RECIPIENT ID: _____		SHORT NAME:
ACCOUNT ID: _____		
F4=MENU F5=MAIN		

STEP 2: ACTION

You have the option of hitting Enter to select a recipient from a list of all your recipients or of entering a Recipient ID to go right to a list of the accounts assigned to that recipient. We will hit Enter.

SP085A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP085AO	MAXIMUM DRAW AMOUNT PROMPT	HH:MM:SS
08/02/2000 T		
AGENCY LOCATION CODE/REGION: 11000001/___	SHORT NAME: US MONEY1	
RECIPIENT ID:	SHORT NAME:	
ACCOUNT ID: _____		
F4=MENU F5=MAIN		

STEP 2: RESULT

The Maximum Draw Amount Recipient ID List screen appears.

SP086A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP086AO	MAXIMUM DRAW AMOUNT RECIPIENT ID LIST	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/___		SHORT NAME: US MONEY1
<S> TO SELECT ONLY ONE RECIPIENT AT A TIME		
SEL	RECIPIENT ID	SHORT NAME
—	0101111	GRAY U
—	0101112	UMH
F4=MENU F5=MAIN		

STEP 3: ACTION

Type an **S** in the **SEL** (Select) column next to the recipient for which you wish to set a maximum draw amount and press Enter.

```

SP086A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP086AO          MAXIMUM DRAW AMOUNT RECIPIENT ID LIST              HH:MM:SS
08/02/2000 T

                                           PAGE      1      OF 1

AGENCY LOCATION CODE/REGION:  11000001/___      SHORT NAME: US MONEY1

<S> TO SELECT ONLY ONE RECIPIENT AT A TIME

  SEL  RECIPIENT ID  SHORT NAME      SEL  RECIPIENT ID  SHORT NAME
  _    0101111      GRAY U
  _    0101112      UMH

                                F4=MENU F5=MAIN

```

STEP 3: RESULT

The Maximum Draw Amount Entry screen appears.

```

SP087A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP087AO          MAXIMUM DRAW AMOUNT ENTRY                          HH:MM:SS
08/02/2000 T                                           PG      1 OF 2

AGENCY LOCATION CODE/REGION:  11000001/___      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE

SEL ACCOUNT ID  STATUS  FREQUENCY      AMOUNT
_  F1R10001      O      DAILY          _____
_                      MONTHLY          _____
_                      QUARTERLY          _____
_                      TOTAL              _____
_  F1R10002      O      DAILY          _____
_                      MONTHLY          _____
_                      QUARTERLY          _____
_                      TOTAL              _____
_  F1R10003      O      DAILY          _____
_                      MONTHLY          _____
_                      QUARTERLY          _____
_                      TOTAL              _____

ACTION:_(P=POST, E=ESCAPE, R=REFRESH)

                                F8=PGDN

```

STEP 4: ACTION

Enter A in the S (Select) column next to the **ACCOUNT IDs** and **FREQUENCIES** against which you wish to place Maximum Draw amounts. Complete the amount column. Type a **P** in the **ACTION** field and press Enter to post the account details.

```

SP087A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP087AO          MAXIMUM DRAW AMOUNT ENTRY                          HH:MM:SS
08/02/2000 T                                           PG      1 OF 2
AGENCY LOCATION CODE/REGION:  11000001/___      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE
SEL ACCOUNT ID   STATUS   FREQUENCY      AMOUNT
a  F1R10001      O       DAILY        2000000
a                MONTHLY      8000000
a                QUARTERLY    32000000
a                TOTAL        120000000
_  F1R10002      O       DAILY
_                MONTHLY
_                QUARTERLY
_                TOTAL
_  F1R10003      O       DAILY
a                MONTHLY      500000
a                QUARTERLY    1000000
_                TOTAL
ACTION: p (P=POST, E=ESCAPE, R=REFRESH)
                                           F8=PGDN

```

STEP 4: RESULT

You have successfully added Maximum Draw amounts to two accounts. The information you entered is displayed.

```

SP087A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP087AO          MAXIMUM DRAW AMOUNT ENTRY                          HH:MM:SS
08/02/2000 T                                           PG      1 OF 2
AGENCY LOCATION CODE/REGION:  11000001/___      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE
SEL ACCOUNT ID   STATUS   FREQUENCY      AMOUNT
_  F1R10001      O       DAILY        $2,000,000.00
_                MONTHLY      $8,000,000.00
_                QUARTERLY    $32,000,000.00
_                TOTAL        $120,000,000.00
_  F1R10002      O       DAILY
_                MONTHLY
_                QUARTERLY
_                TOTAL
_  F1R10003      O       DAILY
_                MONTHLY      $500,000.00
_                QUARTERLY    $1,000,000.00
_                TOTAL
ACTION: _ (P=POST, E=ESCAPE, R=REFRESH)
      F3=PRMT F4=MENU F5=MAIN                      F8=PGDN
I0134 ALL MODIFICATIONS SUCCESSFULLY POSTED

```

STEP 5: ACTION

Press F4=MENU to return to the Account Functions Menu.

SP087A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP087AO	MAXIMUM DRAW AMOUNT ENTRY		HH:MM:SS
08/02/2000 T		PG	1 OF 2

AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111 SHORT NAME: GRAY U

SELECT: <A> ADD <C> CHANGE <D> DELETE

SEL	ACCOUNT ID	STATUS	FREQUENCY	AMOUNT
_	F1R10001	O	DAILY	\$2,000,000.00
_			MONTHLY	\$8,000,000.00
_			QUARTERLY	\$32,000,000.00
_			TOTAL	\$120,000,000.00
_	F1R10002	O	DAILY	_____
_			MONTHLY	_____
_			QUARTERLY	_____
_			TOTAL	_____
_	F1R10003	O	DAILY	_____
_			MONTHLY	\$500,000.00
_			QUARTERLY	\$1,000,000.00
_			TOTAL	_____

ACTION:_(P=POST, E=ESCAPE, R=REFRESH)
 F3=PRMT F4=MENU F5=MAIN F8=PGDN

I0134 ALL MODIFICATIONS SUCCESSFULLY POSTED

STEP 5: RESULT

The Account Functions Menu appears.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU		HH:MM:SS
08/02/2000 T			

<1> ACCOUNT PROFILE ENTRY

<2> ACCOUNT DETAIL ENTRY

<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

<4> MAXIMUM DRAW AMOUNT PROMPT

<5> AGENCY REVIEW CRITERIA PROMPT

ENTER SELECTION NUMBER:
 PRESS ENTER

F4=MENU F5=MAIN

SECTION 6.2

SETTING AGENCY REVIEW CRITERIA

Using the Agency Review Criteria feature we will set one threshold for a single account and another threshold for a Recipient Organization. A threshold cannot be negative but it may be zero. If the threshold is zero, all payment requests are subject to review. Affected Payment Requestors and Recipient Organizations should be notified by the Federal Agency when a threshold for Agency Review has been set.

Agencies that have 1031 accounts can set review criteria; however, Agency Review Criteria does not apply to 1031 requests. You will get a message explaining this after posting the review criteria.

REQUIRED FIELDS

- < **Select Level** - used to select level at which accounts are to be subject to Agency Review:
- < **Threshold** - used to set the amount at or above which payment requests will be forwarded for Agency Review.

FUNCTION KEYS

The following function key appears on the Agency Review Criteria for Specific Account ID(S) screen when it is appropriate to take the action:

F11=LIST Returns you to the Agency Review Criteria for Account ID(S) Recipient List screen.

SCREEN ACTIONS

The agency review criteria function allows the Federal Agency to **ADD** a threshold and **CHANGE** or **DELETE** existing threshold. You simply specify which action you wish to perform, add the amount, if appropriate, and press **P** for post on the appropriate Agency Review Criteria screen. In all cases, the Federal Agency may **only** perform these actions on those accounts containing **its own** ALC/Region. Updates to the database are immediate and are confirmed via screen message.

When you are at the Agency Review Criteria Prompt, the table below shows what happens when specific data is entered.

Select This Level	Fill in Field(s)	Gives you
F (Federal Agency)	ALC/Region	Agency Review Criteria at the Federal Agency Level - the screen for setting a threshold at the Federal Agency level.
R (Recipient Organization)	ALC/Region	Agency Review Criteria for Specific Recipient ID(S) - the screen for setting thresholds at the Recipient level. All your Recipients are displayed.
R (Recipient Organization)	ALC/Region and Recipient ID	Agency Review Criteria for Specific Recipient ID(S) - the screen for setting a threshold at the Recipient level. Only the Recipient you designated is displayed.
A (Account ID)	ALC/Region	Agency Review Criteria for Account ID(S) - Recipient List - the screen for selecting one of your Recipients.
A (Account ID)	ALC/Region and Recipient ID	Agency Review Criteria for Specific Account ID(S) - the screen for setting a threshold at the Account level. All the Accounts for the designated Recipient are displayed.
A(Account ID)	ALC/Region, Recipient ID, and Account ID	Agency Review Criteria for Specific Account ID(S) - the screen for setting a threshold at the Account level. Only the Account you designated is displayed.

- < When a threshold is set at the Agency level, it applies to each account built by that Agency in ASAP. Each time funds are requested from any account built by your Agency at or above that amount, the request is held for Agency Review.
- < When a threshold is set for a Recipient Organization (RO), it applies to each account for that RO. Each time funds are requested from any account built by your Agency for that RO at or above that amount, the request is held for Agency Review.
- < When a threshold is set for a single account and a payment request from that account is made at or above that amount, the request is held for Agency Review.

EXAMPLE ONE

Using the Agency Review feature we will set thresholds for two accounts. Each time a single payment request exceeds the amount set for each account, the payment request will be placed in a queue for you to review and approve or reject the request. Prior to setting a threshold for Agency Review, you must notify the Payment Requestor and Recipient Organization.

STEP 1: ACTION

On the Account Functions Menu, type 5 for the Agency Review Criteria Prompt screen and press Enter.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT PROMPT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: 5		
PRESS ENTER		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Agency Review Criteria Prompt screen appears.

SP050A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP050AO	AGENCY REVIEW CRITERIA PROMPT	HH:MM:SS
08/02/2000 T		
SELECT LEVEL:	(F=FEDERAL AGENCY R=RECIPIENT ORGANIZATION(S) A=ACCOUNT ID(S))	
AGENCY LOCATION CODE/REGION:	11000001 / __	SHORT NAME: US MONEY1
AND/OR RECIPIENT ID:	_____	SHORT NAME:
AND/OR ACCOUNT ID:	_____	
F4=MENU F5=MAIN		

STEP 2: ACTION

To set a payment threshold at the Account Level, type A in the select level field. You have the option of hitting Enter to select a recipient from a list of all your recipients or of entering a Recipient ID to go right to a list of the accounts assigned to that recipient. We will hit Enter.

```

SP050A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP050AO          AGENCY REVIEW CRITERIA PROMPT                      HH:MM:SS
08/02/2000 T

SELECT LEVEL: a  (F=FEDERAL AGENCY
                  R=RECIPIENT ORGANIZATION(S)
                  A=ACCOUNT ID(S))

          AGENCY LOCATION CODE/REGION:    11000001    /  __  SHORT NAME: US MONEY1
AND/OR RECIPIENT ID: _____          SHORT NAME:
AND/OR ACCOUNT ID:  _____

          F4=MENU F5=MAIN

```

STEP 2: RESULT

The Agency Review Criteria for Accounts ID(S) - Recipient List screen appears.

```

SP052A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP052AO  AGENCY REVIEW CRITERIA FOR ACCOUNT ID(S) - RECIPIENT LIST    HH:MM:SS
08/02/2000 T

                                     PAGE      1      OF 1
          AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1

          <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

          SEL  RECIPIENT ID  SHORT NAME          SEL  RECIPIENT ID  SHORT NAME

          _    0101111      GRAY U
          _    0101112      UMH

          F3=PRMT  F4=MENU F5=MAIN

```

STEP 3: ACTION

Type an **S** in the **SEL** (Select) column next to the recipient for which you wish to set Agency Review Criteria and press Enter.

```

SP052A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP052AO  AGENCY REVIEW CRITERIA FOR ACCOUNT ID(S) - RECIPIENT LIST    HH:MM:SS
08/02/2000 T

                                     PAGE      1      OF  1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME:  US MONEY1

      <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

      SEL  RECIPIENT ID    SHORT NAME      SEL    RECIPIENT ID    SHORT NAME

      S      0101111      GRAY U
      -      0101112      UMH

      F3=PRMT   F4=MENU F5=MAIN
  
```

STEP 3: RESULT

The Agency Review Criteria for Specific Account ID(s) screen appears:

```

SP054A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP054AO  AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)          HH:MM:SS
08/02/2000 T

                                     PAGE 1 OF      1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME:  US MONEY1
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U

      SELECT <A> ADD      <C> CHANGE      <D> DELETE

      SEL  ACCOUNT ID      STATUS      THRESHOLD
      -    F1R10001        O          _____
      -    F1R10002        O          _____
      -    F1R10003        O          _____
      -    F1R10004        O          _____

      ACTION:  _      (P=POST, E=ESCAPE, R=REFRESH)
  
```

STEP 4: ACTION

Enter **A** in the **SEL** (Select) column next to the **ACCOUNT ID(S)** against which you wish to set a threshold for Agency Review. Enter an amount in the Threshold column. Type a **P** in the **ACTION** field and press Enter to post the action.

```

SP054A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP054AO          AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T

                                     PAGE 1 OF      1
AGENCY LOCATION CODE/REGION:  11000001 /      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U

      SELECT <A> ADD      <C> CHANGE      <D> DELETE

SEL   ACCOUNT ID          STATUS          THRESHOLD
-     F1R10001             O              _____
a     F1R10002             O              2500000_____
-     F1R10003             O              _____
a     F1R10004             O              3000000_____

ACTION: p      (P=POST, E=ESCAPE, R=REFRESH)

```

STEP 4: RESULT

You are prompted “Are You Sure?” before the Agency Review parameters are posted.

```

SP054A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP054AO          AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T

                                     PAGE 1 OF      1
AGENCY LOCATION CODE/REGION:  11000001 /      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U

      SELECT <A> ADD      <C> CHANGE      <D> DELETE

SEL   ACCOUNT ID          STATUS          THRESHOLD
-     F1R10001             O              _____
A     F1R10002             O              $2,500,000.00
-     F1R10003             O              _____
A     F1R10004             O              $3,000,000.00

      ALL PAGES WILL BE POSTED-ARE YOU SURE?  (Y/N)      _
ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

I0123  PLEASE ENTER  Y (YES) OR  N (NO)

```

STEP 5: ACTION

Type Y and press Enter.

SP054A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP054AO	AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD <C> CHANGE <D> DELETE		
SEL	ACCOUNT ID	STATUS THRESHOLD
_	F1R10001	O
A	F1R10002	O \$2,500,000.00
_	F1R10003	O
A	F1R10004	O \$3,000,000.00
ALL PAGES WILL BE POSTED-ARE YOU SURE? (Y/N) Y		
ACTION: P (P=POST, E=ESCAPE, R=REFRESH)		
I0123 PLEASE ENTER Y (YES) OR N (NO)		

STEP 5: RESULT

You have successfully set thresholds for Agency Review for two accounts. Notice the message at the bottom of the screen - I0138 AGENCY REVIEW CRITERIA POSTED. DOES NOT APPLY TO 1031 REQUESTS.

SP054A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP054AO	AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD <C> CHANGE <D> DELETE		
SEL	ACCOUNT ID	STATUS THRESHOLD
_	F1R10001	O
A	F1R10002	O \$2,500,000.00
_	F1R10003	O
A	F1R10004	O \$3,000,000.00
ACTION: _ (P=POST, E=ESCAPE, R=REFRESH)		
F3=PRMT F4=MENU F5=MAIN F11=LIST		
I0138 AGENCY REVIEW CRITERIA POSTED. DOES NOT APPLY TO 1031 REQUESTS		

STEP 6: ACTION

Press F4=MENU to return to the Account Functions Menu.

SP054A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP054AO	AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD <C> CHANGE <D> DELETE		
SEL	ACCOUNT ID	STATUS THRESHOLD
—	F1R10001	O
A	F1R10002	O \$2,500,000.00
—	F1R10003	O
A	F1R10004	O \$3,000,000.00
ACTION: _ (P=POST, E=ESCAPE, R=REFRESH)		
F3=PRMT F4=MENU F5=MAIN F11=LIST		
I0138 AGENCY REVIEW CRITERIA POSTED. DOES NOT APPLY TO 1031 REQUESTS		

STEP 6: RESULT

The Account Functions Menu appears.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT PROMPT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER:		
PRESS ENTER		
F4=MENU F5=MAIN		

EXAMPLE TWO

Using the Agency Review feature we will set a threshold at the Recipient Organization (RO) Level. Each time a payment request against any account created by your Agency for this RO exceeds the threshold set, the payment request will be placed in a queue for you to review and approve or reject the request. For example, if RO 101112 has 10 accounts and the threshold is \$10,000, that means that Account 1 has a threshold of \$10,000, Account 10 has a threshold of \$10,000, etc. It does not mean that if the RO requests \$5,000 from Account 1 and \$5,000 from Account 2 that the threshold is met and the requests against both accounts are held for review.

When you set a threshold for Agency Review, you must notify the affected Payment Requestor and Recipient Organization.

STEP 1: ACTION

On the Account Functions Menu, type 5 for the Agency Review Criteria Prompt screen and press Enter.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1>	ACCOUNT PROFILE ENTRY	
<2>	ACCOUNT DETAIL ENTRY	
<3>	DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS	
<4>	MAXIMUM DRAW AMOUNT PROMPT	
<5>	AGENCY REVIEW CRITERIA PROMPT	
ENTER SELECTION NUMBER: 5		
PRESS ENTER		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Agency Review Criteria Prompt screen appears.

SP050A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP050AO	AGENCY REVIEW CRITERIA PROMPT	HH:MM:SS
08/02/2000 T		
SELECT LEVEL:	(F=FEDERAL AGENCY R=RECIPIENT ORGANIZATION(S) A=ACCOUNT ID(S))	
AGENCY LOCATION CODE/REGION:	11000001 / ____	SHORT NAME: US MONEY1
AND/OR RECIPIENT ID:	_____	SHORT NAME:
AND/OR ACCOUNT ID:	_____	
F4=MENU F5=MAIN		

STEP 2: ACTION

To set a payment threshold at the Recipient Organization (RO) Level, type R in the select level field. You have the option of hitting Enter to select an RO from a list of all your ROs or of entering a RO ID to have only that RO displayed. We will hit Enter.

SP050A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP050AO	AGENCY REVIEW CRITERIA PROMPT	HH:MM:SS
08/02/2000 T		
SELECT LEVEL: <input type="text" value="r"/> (F=FEDERAL AGENCY R=RECIPIENT ORGANIZATION(S) A=ACCOUNT ID(S))		
AGENCY LOCATION CODE/REGION: 11000001 / ____ SHORT NAME: US MONEY1		
AND/OR RECIPIENT ID: _____ SHORT NAME:		
AND/OR ACCOUNT ID: _____		
F4=MENU F5=MAIN		

STEP 2: RESULT

The Agency Review Criteria for Specific Recipient ID(s) screen appears.

SP053A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP053AO	AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)	HH:MM:SS
08/02/2000 T		
PAGE 1 OF 1		
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY1		
SELECT: <A> ADD <C> CHANGE <D> DELETE		
SEL	RO ID	SHORT NAME THRESHOLD
-	0101111	GRAY U _____
-	0101112	UMH _____
ACTION: _ (P=POST, E=ESCAPE, R=REFRESH)		

STEP 3: ACTION

Enter **A** in the **SEL** (Select) column next to the **RO ID** against which you wish to set a threshold for Agency Review. Place the amount in the Threshold column. Type a **P** in the **ACTION** field and press Enter to post the action.

SP053A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP053AO	AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1	
SELECT: <A> ADD <C> CHANGE <D> DELETE			
SEL	RO ID	SHORT NAME	THRESHOLD
—	0101111	GRAY U	
a	0101112	UMH	3000000
ACTION: p (P=POST, E=ESCAPE, R=REFRESH)			

STEP 3: RESULT

The information you entered is displayed and you are prompted to verify that the criteria should be set.

SP053A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP053AO	AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1	
SELECT: <A> ADD <C> CHANGE <D> DELETE			
SEL	RO ID	SHORT NAME	THRESHOLD
—	0101111	GRAY U	
A	0101112	UMH	\$3,000.000.00
ALL PAGES WILL BE POSTED-ARE YOU SURE? (Y/N) —			
ACTION: P (P=POST, E=ESCAPE, R=REFRESH)			
I0123 PLEASE ENTER Y (YES) OR N (NO)			

STEP 4: ACTION

Type Y and press Enter.

```
SP053A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP053AO          AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)    HH:MM:SS
08/02/2000 T

                                     PAGE      1 OF      1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1

      SELECT:   <A> ADD   <C> CHANGE   <D> DELETE

      SEL      RO ID      SHORT NAME      THRESHOLD
      _        0101111    GRAY U          _____
      A        0101112    UMH              $3,000.000.00

      ALL PAGES WILL BE POSTED-ARE YOU SURE?  (Y/N)      Y
ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

I0123  PLEASE ENTER  Y (YES) OR  N (NO)
```

STEP 4: RESULT

You have successfully set a threshold for Agency Review for all the accounts you have created for the selected recipient.

```
SP053A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP053AO          AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)    HH:MM:SS
08/02/2000 T

                                     PAGE      1 OF      1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1

      SELECT:   <A> ADD   <C> CHANGE   <D> DELETE

      SEL      RO ID      SHORT NAME      THRESHOLD
      _        0101111    GRAY U          _____
      A        0101112    UMH              $3,000.000.00

ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

      F3=PRMT F4=MENU F5=MAIN              F11=LIST

I0138 AGENCY REVIEW CRITERIA POSTED.  DOES NOT APPLY TO 1031 REQUESTS
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STEP 5: ACTION

Press F5=MAIN to return to the Main Menu.

SP053A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP053AO	AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1	
SELECT: <A> ADD <C> CHANGE <D> DELETE			
SEL	RO ID	SHORT NAME	THRESHOLD
—	0101111	GRAY U	
A	0101112	UMH	\$3,000.000.00
ACTION: P (P=POST, E=ESCAPE, R=REFRESH)			
F3=PRMT F4=MENU F5=MAIN		F11=LIST	
I0138 AGENCY REVIEW CRITERIA POSTED. DOES NOT APPLY TO 1031 REQUESTS			

STEP 5: RESULT

The Main Menu is displayed.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP010AO	MAIN MENU		HH:MM:SS
08/02/2000 T			
<1> PAYMENT REQUEST PROCESSING			
<2> INQUIRY MENU			
<3> FEDERAL AGENCY FUNCTIONS MENU			
<4> RFC FUNCTIONS MENU			
<5> FRB SUPPORT PROCESSING			
<6> REPORT REQUEST MENU			
<7> NOTIFICATIONS			
ASAP ID		ENTER SELECTION NUMBER: 3	
ORGANIZATION ACCESS CODE		PRESS ENTER	
F2=EXIT			